Manitoba

Annual Report 1991 - 92*

Labour

*For the period ending March 31, 1992

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Minister of Labour

Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

To His Honour
The Honourable George Johnson, M.D.
Lieutenant-Governor of Manitoba

May It Please Your Honour:

I am privileged to present the annual report of the Department of Labour for the fiscal year ending March 31, 1992.

Serving Manitobans effectively continues to be the department's primary focus in all our areas of responsibility including employment standards, conciliation, workplace safety and health, pay equity, apprenticeship, public safety and pensions.

Continuing changes in our economic and social environment have presented the department with many new challenges. The Department of Labour is responding positively to these challenges by making a number of important changes to our legislation, programs and services. We are also facilitating and supporting the kinds of cooperation in the workplace that will lead to increased productivity and innovation, improve workplace safety and health and provide secure well paying jobs.

During the past year, the department introduced initiatives to improve accountability and the quality of service it provides to Manitobans. The Service Quality and the Management Reform initiatives are important new developments that, when fully implemented, will benefit Manitobans as clients and as taxpayers. As Minister of Labour, I encourage and support such initiatives within the department as they will help us to better serve our citizens.

I also would like to take this opportunity to thank the staff of the Department of Labour as well as the many representatives of labour, business and public interest groups, who participate as members of the consultative boards and committees that provide me with valuable advice.

Respectfully submitted,

Honourable Darren Thomas Praznik
Minister of Labour

Manitoba

Manitoba

Deputy Minister of Labour

Winnipeg, Manitoba, CANADA
R3C 0V5

Honourable Darren Thomas Praznik
Minister of Labour

Sir:

I am pleased to present to you the annual report of the Department of Labour for the fiscal year ending March 31, 1992.

This past year was a challenging one for the Department of Labour. Efforts to improve the quality of our service to Manitobans, and to examine the way we operate within the department continued to grow throughout the year. I am particularly impressed with the high level of staff participation in these processes of change.

In keeping with our increasing emphasis on service quality, the department supported the process for review of legislation in a number of areas. Several acts and regulations were amended during this process. We consulted with advisory committees, labour, business and public interest groups to ensure that our legislation is up-to-date and reflects current realities.

During the year, staff also placed emphasis on forging partnerships with the community to deliver services that are more responsive to our clients' needs. Various branches in the department worked together, with other departments, and with community groups to develop new and innovative ways to provide better information to our client groups.

The department appreciates your support and your continued leadership and direction.

Respectfully submitted,

Roberta Ellis-Grunfeld
Deputy Minister of Labour

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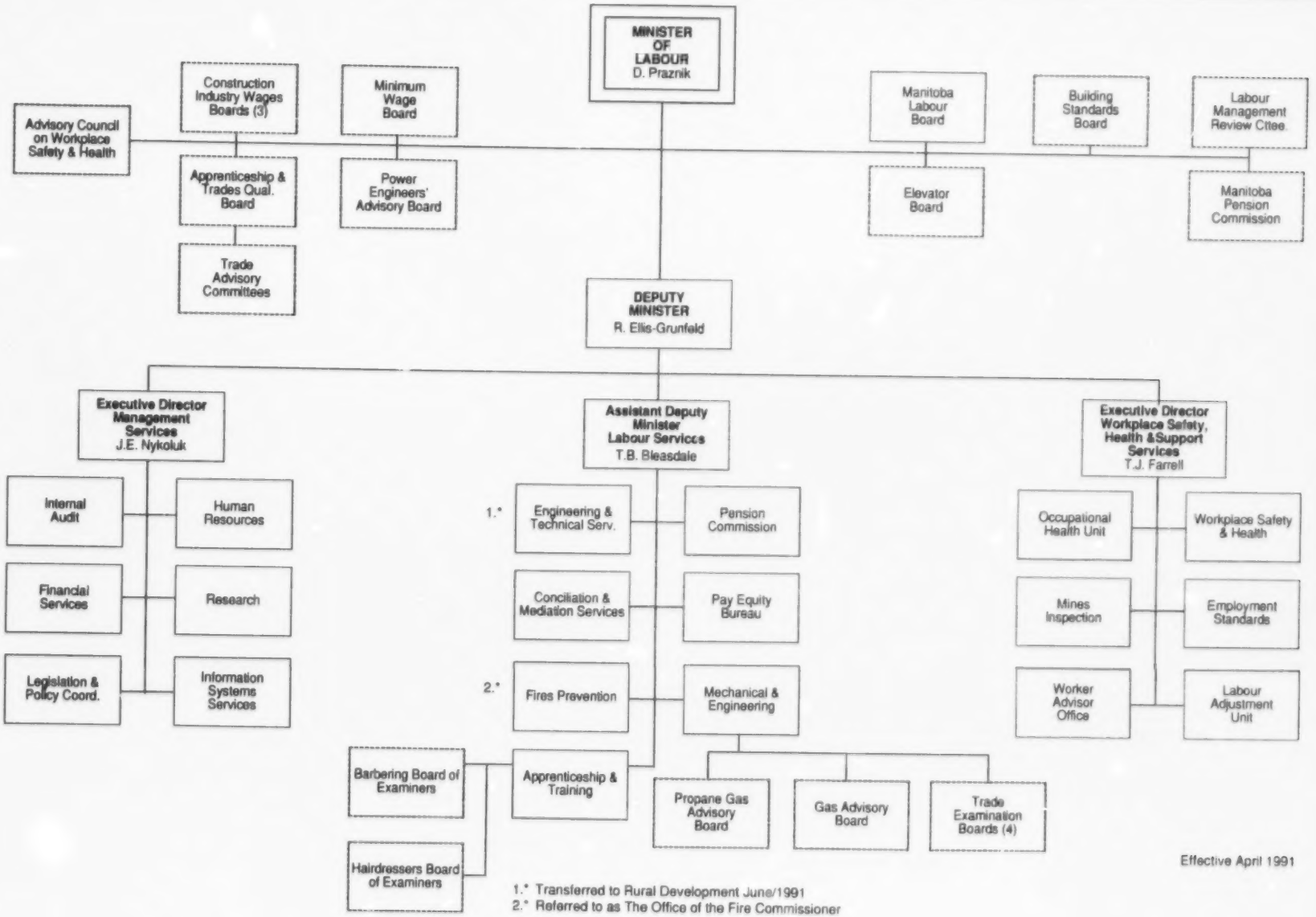
1991-92 Organization Chart



Effective April 1991

1.* Transferred to Rural Development June/1991
2.* Referred to as The Office of the Fire Commissioner

Statement of Purpose

Our purpose is to serve Manitobans through:

- *the promotion of safety, health and fair and equitable treatment in the workplace.*
- *the enhancement of public safety*
- *the fostering of a stable labour relations climate*
- *the support of workplace training and adjustment*

We are committed to:

- *serving the Manitoba public efficiently, courteously and effectively*
- *consulting equally with labour, management and other client groups*
- *providing information and support to our clients to enable them to act responsibly in respect to fairness, safety, health and equity*

To achieve our purpose and goals we will:

- *subscribe to the principles of accountability, efficiency and effectiveness in the use of public funds*
- *recognize that staff are our most important resource and the key to achieving our purpose*
- *develop a flexible organization, responsive to changing needs and circumstances*
- *promote consistently the principle that safe workplaces, fair employment practices and harmonious labour relations are essential to the economic and social well-being of Manitobans*

Overview

Improving service to the citizens of Manitoba and managing its resources more effectively were primary objectives for the Department of Labour in fiscal year 1991-92. To realize these objectives, the Department established its Service Quality and Management Reform Initiative. This initiative reaffirms the department's commitment to meeting and responding to the needs of its clients in a timely and effective manner.

With the appointment of a departmental service quality coordinator and service quality analyst in 1992, the initiative built on the recommendations of our first staff quality team, the Service Task Force. Milestones for 1991-92 were numerous. The Department held a training session (Mastering the Service Challenge) to ensure that staff were aware and informed about service quality. A survey of all employees confirmed that departmental staff are committed to providing quality service to our clients. The survey also provided information about our culture, our jobs and how we deliver our services. Results of the staff survey were presented to each branch to have staff further discuss service quality and to identify opportunities for improvement.

The initiative was guided by an executive seminar and a workshop for management team. To ensure that service remained at the forefront of its agenda, all branches built a service quality strategy into their operational plans for the near future. These plans include listening to clients through surveys and other means (client feedback), having special teams look at departmental and branch issues (quality improvement teams), and adapting day-to-day operations to build the initiative. A number of these projects will be undertaken in 92/93. In addition to Departmental projects, other projects were begun with either a Divisional (e.g. Management Services Division with 5 projects) or a branch focus.

Activities during the year reinforced the department's commitment to service as staff worked with other government departments and outside agencies to address the needs of client groups. This service focus was present whether staff were involved in the area of safety and health, fair and equitable workplaces, public safety, labour relations, workplace training and adjustment or in dealing with worker advocacy issues. Staff from Employment Standards and the Workplace Health and Safety Branches joined with the Department of Education to have information on basic rights and responsibilities in those areas incorporated as part of the core curriculum for high school students. An initiative with Imperial Oil, the Office of the Fire Commissioner and Workplace Safety and Health provided joint funding for a program to develop and promote a learning package for fire and general safety on farms.

To complement the service initiative, the department also introduced a program of management reform. The department sought, and received from Treasury Board, increased authority and responsibility in several areas of operation. The initial step was receiving the authority to operate under one main sub-appropriation beginning in 1991/92. Additional delegations will become effective April, 1992. The department has negotiated with Treasury Board a reporting mechanism, which includes tracking the delegated authority and using the Canadian Comprehensive Auditing Foundation's Effectiveness Reporting Framework in a pilot branch in 1992/93.

During the fiscal year 1991/92 The Payment of Wages Act, The Employment Standards Act, The Steam and Pressure Plants Act, and The Fires Prevention Act were amended and several regulatory changes were made. Review of legislation and consultations were also initiated with respect to The Construction Industry Wages Act, The Labour Relations Act and The Pension Benefits Act.

Minister's Salary

This appropriation provides for the Minister's salary entitlement as a member of Executive Council.

1(a) Minister's Salary

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	20,600	1.00	20,600	0.00	—

Executive Support

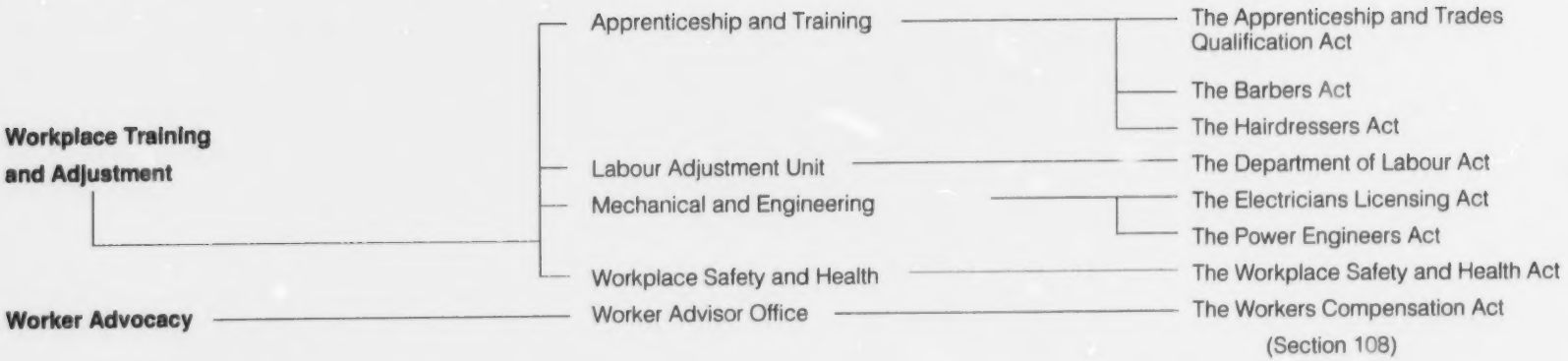
Executive Support includes the Offices of the Minister and the Deputy Minister.

The Executive Offices provides the overall policy direction for departmental programs. The Deputy Minister is the chairperson of the departmental executive committee which includes the senior managers from each of the three divisions of the department.

1(b) Executive Support

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	295,500	8.00	303,600	(8,100)	
OTHER EXPENDITURES	89,400		77,500	11,900	
GRANT	2,500		6,500	(4,000)	
TOTAL OTHER EXPENDITURES	91,900	8.00	84,000	7,900	
TOTAL EXPENDITURES	387,400	8.00	387,600	(200)	

Service Area	Branch	Acts Administered
Safety and Health	Workplace Safety and Health	The Workplace Safety and Health Act
	Mines Inspection	The Workplace Safety and Health Act
	Occupational Health Unit	The Workplace Safety and Health Act
Fair and Equitable Treatment in the Workplace	Employment Standards	* The Construction Industry Wages Act
		* The Employment Standards Act
		The Employment Services Act
		* The Payment of Wages Act
		The Remembrance Day Act
		The Retail Business' Holiday Closing Act
		* The Vacations with Pay Act
	Manitoba Labour Board	The Labour Relations Act
	Pay Equity Bureau	The Pay Equity Act
	Manitoba Pension Commission	The Pension Benefits Act
Public Safety	Mechanical and Engineering	The Amusements Act
		The Electricians Licensing Act
		The Elevator Act
		The Gas and Oil Burner Act
		The Power Engineers Act
		The Steam and Pressure Plants Act
	Office of the Fire Commissioner	The Buildings and Moblie Homes Act
		The Fires Prevention Act (Part II)
Labour Relations	Manitoba Labour Board	The Labour Relations Act
	Conciliation and Mediation Services	The Labour Relations Act
		The Fire Departments Arbitration Act



1. * Denotes Acts on which the Manitoba Labour Board ajudicates.

Management Services Division

The Management Services Division provides support services and centralized coordination to the department in the following areas:

- Personnel and staffing functions
- Support for training, development and affirmative action
- Financial, budgeting, accounts and revenue administration, and general administrative services
- Policy analysis, client surveys and program evaluation
- Data and analysis to support collective bargaining and labour relations
- Support to external boards and committees
- Legislative and regulatory development
- Information Systems planning, development and technical support
- Internal audit
- Central support for the improvement of operational effectiveness and efficiency
- Executive and ministerial support

The Management Services Division provides support to and participation on a number of external advisory boards and committees. The executive director of the division serves as the government representative on the Manitoba Labour Management Review Committee and is also a board member of the Manitoba Literacy Council and the Manitoba Labour Education Centre. The Research Branch provides staff resources to the Minimum Wage Board, the Labour Management Review Committee and three advisory boards under The Construction Wages Act. The Legislation and Policy Coordination Branch develops information for the Labour Management Review Committee on impact assessments and interjurisdictional comparisons of proposed changes to labour legislation.

The following branches make up the division:

- Internal Audit
- Financial Services
- Human Resources
- Research
- Legislation & Policy Coordination
- Information Systems Services

Internal Audit

Internal Audit activities were centered around the resolution of the concerns identified by the Provincial Auditor, audit planning, educational activities and policy development.

Human Resources

The Human Resources Branch is responsible for the provision of human resource services to departmental managers and staff. These services include staffing, affirmative action, human resource planning and organizational design, training and development, job analysis and evaluation, employee counselling, labour relations, and pay and benefits administration.

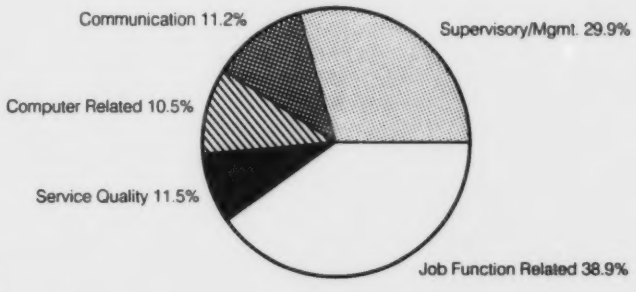
During the 1991-92 fiscal year, the branch processed approximately 70 staffing and 50 classification actions. Through payrolls 3,500 general change documents and 2,000 positive time payouts were processed.

The Training and Development section is committed to supporting and facilitating the training, education and development of our human resources. This section provides a range of support services including:

- coordinating strategies for training activities
- analysis of training needs within the organization
- recommending cost effective training programs, vendors, instructors and facilities
- consulting with branch managers to design and deliver training programs
- counselling staff
- conducting training program evaluations
- facilitating organizational change activities such as Service Quality

During 1991/92, departmental staff participated in the following types of training: (See Chart below)

Department of Labour
1991/92 Training (by type)



Financial Services

Financial Services provides central financial and administrative services essential to the operation of the department.

The branch is responsible for processing payments of accounts, grants and other financial transactions involved in administering departmental programs. The processing and accounting for all revenues received by the department, coordination of the departmental estimates submission, cash flow management and continuing analysis of expenditures and revenues as they relate to approved budgets, to cash flow projections and to commitment accounting reports.

Financial Services coordinates and provides assistance with respect to the administration of government vehicles, parking, office equipment requisitions, furnishings, telecommunications and other administrative functions. The branch also coordinates responses to requests for information in respect to The Freedom of Information Act.

During 1991/92, the branch processed 8,052 expenditure transactions and 126 accountable advances, as well as 47,852 revenue transactions involving a total sum of $11,527,001.

Research

Through labour relations research and analysis, the Research Branch supports collective bargaining and harmonious labour relations within the Province of Manitoba.

The branch conducts surveys to obtain information from clients on needs and program effectiveness, analyzes trends in collective bargaining and provides related labour relations information services to both labour and management practitioners. The branch also provides research and related support services to senior management, branches, departmental and interdepartmental committees, task forces and working groups within the Manitoba government and to other agencies.

During 1991/92, the Research Branch compiled, published and distributed the Collective Agreement Analysis Data Base Guide and completed a study of Workplace Safety and Health Committees. The branch provided assistance to the Labour Management Review Committee and sub-committees, Minimum Wage Board, and the Rural Construction, Heavy Construction, and Greater Winnipeg Construction Wages Boards. The Research Branch assisted the three Construction Industry Wages Boards on a major review of The Construction Industry Wages Act. Assistance was also provided to the Labour Management Review Committee on the development of legislative amendments to The Labour Relations Act and The Employment Standards Act. The branch developed labour relations statistics on collective agreement expirations, negotiated wages, settlement summaries, union membership, work stoppages and other related labour relations climate data.

Legislation and Policy Coordination

The branch coordinates the development of legislation and regulations and related strategic policy options for the department.

The branch assisted with amendments to The Employment Standards Act, The Payment of Wages Act, The Fires Prevention Act and The Steam and Pressure Plants Act in 1991/92.

The branch also coordinated the preparation of three regulations establishing wage rates for the Greater Winnipeg, Heavy and Rural building construction industry and assisted in the development and processing of amendments to the following regulations:

- The Trade of Cook Regulation
- The Classes of Buildings Designation Regulation
- The Reciprocal Enforcement Regulation
- The Trades Designation Regulation
- The Power Engineers Regulation
- The Employment Standards Exclusion Regulation

Information Systems Services

Information Systems Branch provides support to the department in the assessment of needs, design and implementation of computerized information processing systems. Technical services in the maintenance and modification of existing systems and end-user support are provided. The branch coordinates the preparation and monitoring of the department's annual information technology systems plan and information technology procurement services.

Systems developed and/or services delivered include:

- Labour Board local area network server and software upgrade
- Payment of Wages Fund database
- Computerized commitment accounting system
- Development of a plan for a local area network for the Norquay Building.
- Training of departmental staff on the use of new systems and programs.

2(a) Management Services

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	1,327,600	32.00	1,324,100	3,500	
OTHER EXPENDITURES	179,600		149,200	30,400	
TOTAL EXPENDITURES	1,507,200	32.00	1,473,300	33,900	

Labour Services Division

The Labour Services Division's mandate is to provide support services to a wide range of groups, organizations and individuals focusing on:

- Public safety through the Office of the Fire Commissioner, the Engineering & Technical Services Branch and the Mechanical and Engineering Branch.
- Workforce training which responds to today's changing technology through the Apprenticeship and Training Branch and assurance of technical competence of tradespersons by both Apprenticeship and Training and the Mechanical and Engineering Branch.
- Promotion of fair employment practices through Conciliation and Mediation Services, the Pay Equity Bureau and the Manitoba Pension Commission.

The objectives of the Labour Services Division are:

- to ensure that persons in Manitoba are not exposed to hazardous equipment;
- to reduce the loss of life, injury to persons and property damage caused by fire;
- to promote safe and responsible application of science and technology in manufactured products, industrial processes and construction;
- to assist labour and management to resolve impasse situations in negotiations and minimize work stoppages;
- to promote the establishment, extension and improvement of pensions plans;
- to promote the principle and practice of pay equity to employees, employers, bargaining agents and the general public;
- to promote apprenticeship training to the public, training institutions, employers and potential apprentices.

These objectives are achieved by:

- preventative inspections, incident investigations and continued public education focusing on prevention;
- providing central technical, safety and advisory services to design, manufacturing and construction industries;
- meeting with labour and management in collective bargaining situations upon request and maintaining a high level of communication with management and organized labour;
- monitoring of pension plans and soliciting public input into potential regulatory and administrative changes;
- providing technical assistance and information to employees, unions and other employee representatives and employers on voluntary implementation of pay equity while monitoring compliance with The Pay Equity Act and policy directives.

The Labour Services Division is responsible for administration of the following Acts and their related regulations:

- The Amusements Act (Parts II)
- The Apprenticeship and Trades Qualifications Act
- The Barbers Act
- The Buildings and Mobile Homes Act
- The Electricians' Licence Act
- The Elevator Act
- The Fire Departments' Arbitration Act
- The Fires Prevention Act (Part II)
- The Gas and Oil Burner Act
- The Hairdressers Act
- The Department of Labour Act
- The Municipal Act (Sections 295 to 306)
- The Pay Equity Act
- The Pension Benefits Act
- The Power Engineers Act
- The Steam and Pressure Plants Act

Staff from the division also provide technical and administrative support to a number of boards and committees.

The division is comprised of seven branches:

- Apprenticeship and Training
- Conciliation and Mediation Services
- Engineering and Technical Services
- Fire Commissioner's Office
- Mechanical and Engineering
- Pay Equity Bureau
- Pension Commission

Division Administration (Labour Services)

The Office of the Assistant Deputy Minister of the Labour Services Division ensures that the operating branches within the division maintain effective and efficient delivery of their services to the people of Manitoba. The office also establishes and maintains contact with senior officials in industry, labour and government.

2(b) Labour Division – Administration

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	148,200	3.00	147,700	500	
OTHER EXPENDITURES	26,900		23,700	3,200	
TOTAL EXPENDITURES	175,100	3.00	171,400	3,700	

Mechanical and Engineering Branch

Objectives

The Mechanical and Engineering Branch is responsible for the administration of six Acts and associated regulations dealing with general public safety through programs of inspection of equipment and licensing of tradespeople. In particular, the specific objectives are:

- to inspect boilers, pressure vessels, refrigeration plants, amusement rides and elevators as required by the Acts;
- to provide examinations and renewal of certificates for various licences as required;
- to provide inspections and labelling of gas, oil and electrical equipment as required;
- to issue permits to gasfitters on request;
- to register the designs of boilers, pressure vessels and refrigeration systems.

Summary of Activities

During the fiscal year 1991/92, the Mechanical and Engineering Branch maintained its performance level for the administration of its inspection related responsibilities. There were 24,824 inspections of boilers, pressure vessels, refrigeration plants, electrical appliances and gas and oil-fired equipment. Under the amended Gas and Oil Burner regulations, a new chimney inspection program was started and 130 first-time inspections of chimneys in apartment buildings were carried out to prevent hazardous situations.

There were 478 amusement rides inspected compared to 354 in the same period a year ago. The number of unrestricted licences issued to pressure welders increased to 548 from 444 from the previous fiscal year. The total number of trade licences issued however, was slightly lower at 7,256 compared to 7,341 a year ago due mainly to the fact that the electricians licences are renewable every four years and 1991/92 fiscal year was not a general renewal year.

It is satisfying to state that for this reporting period, there were no casualties or major accidents to report under the legislation and regulations administered by the branch.

The administrative section of the branch provides technical assistance in organizing and coordinating the overall workload. Staff development, budget preparation and purchasing are also functions of the administration section.

The Branch administers six separate Acts and their associated regulations namely:

The Amusement Act (Part II) and regulations

The Electricians' Licences Act and regulations

The Elevator Act and regulations

The Gas and Oil Burner Act and regulation

The Power Engineers Act and regulation

The Steam and Pressure Plants Act and regulation

Inspections Under The Steam and Pressure Plants Act and regulations and Power Engineers Act and regulations. (See Table 1)

Each boiler and refrigeration plant is inspected annually and the condition reported to the owner for corrective actions. The licences of the operators are checked to make sure they are current and of the correct class.

Pressure vessels are inspected biennially. Pressure vessels and nuclear components are inspected in the manufacturing shops to ensure conformance with the applicable design codes and quality control standards.

Pressure welders are tested to ensure they are capable of performing the welding on sites as required by the Code and a licence is provided if they pass the tests.

Inspections under The Elevator Act and regulations (See Table 2)

This program includes inspection of existing elevators, design approval and installation inspection of all new elevators and elevating devices.

All elevator companies are aware of the safety inspection's program and the codes used for safety. Their maintenance program is monitored and the safety level assured, irrespective of the nature of maintenance contract of the private parties involved. The program is therefore, accident preventive in nature.

Inspections under The Gas and Oil Burner Act and regulations. (See Table 3)

This program consists of inspection and approval of gas and oil fired equipment that are not Underwriters Laboratory of Canada (ULC) or Canadian Gas Association (CGA) certified and labelled for use. It also includes issuing of permits for gas and oil burning equipment installations, as well as those for bulk propane and anhydrous ammonia facilities. Safety inspections are carried out on work performed by gas and oil fitters to make sure they meet the safety standards.

Inspections under The Electricians' Licence Act and regulation. (See Table 4)

The major responsibilities of this inspection program include the inspection and labelling of electrical equipment that is not certified by the Canadian Standards Association (CSA); and the monitoring of electricians doing electrical work to ensure that public safety standards are maintained all the time.

Activities under The Power Engineers Act and regulation. (See Table 5)

An examiner administers the examinations for all licences issued under The Power Engineers Act. He sets out the exams and serves as a member of the curriculum committee for Power Engineers' Licences.

The examiner is also required to give examinations under The Gas and Oil Burner Act and The Electricians' Licence Act, to work closely with the community colleges in the province and to liaise with the Apprenticeship and Training Branch of Manitoba Labour.

Licences are renewed annually with the exception of electricians which are renewed every four years.

Inspections of amusement rides under The Amusement Act (Part II) and regulation. (See Table 6)

This inspection program ensures that the carnival rides in the province are set up, maintained and operated properly.

Table 1

Activities Under The Steam and Pressure Plants Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
No. of Inspections[1]	12,277	9,966
No. of Certificates Issued[2]	9,029	7,702
Welders Tested	600	742
Welding Licences Issued	487	582
No. of Designs Examined and Registered	546	624
Affidavits Processed[3]	992	4,053

Notes:

1. *This includes inspections of existing and new installations, as well as the shop inspections of anhydrous ammonia portable vessels, stationary vessels, plant equipment and truck equipment-performed on the premises of the manufacturers at the time of fabrication as per the approved quality control procedures and guidelines.*
2. *Certificates are issued each year for all boilers and refrigeration plants, and once every two years for unfired pressure vessels. More than one inspection may be required. The number of inspections may not coincide with the number of certificates issued.*
3. *These are affadavits signed by manufacturers of boilers and pressure vessels attesting that they have been manufactured in accordance with the provisions of the applicable codes in the regulations under the Act. The implementation of a new procedure devised as part of internal quality improvement efforts in the branch resulted in a much faster turnover of the processing of the affidavits, accounting for the dramatic increase in the numbers in the 1991/92 reporting year.*

Table 2

Activities Under The Elevator Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
No. of Permits Issued[1]	1,732	1,777
No. of Inspections[2]	1,914	1,796
No. of New Elevators Approved for Service	76	94

Notes:

1. *Permits issued include those for passenger elevators, freight elevators, escalators, dumbwaiters, hand powered elevators, personnel hoists, ski lifts, and handi-cap elevators.*
2. *All elevators and elevating devices are inspected prior to the expiry of its permits. The expiry of permits varies from six months to three years which affects the number of inspections done each year.*

Table 3

Activities Under The Gas and Oil Burner Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
No. of Inspections of Gas and Oil Burning Equipment[1]	6,127	6,143
No. of Plans Examined for Gas and Oil Burning Equipment Installations	1,515	1,152
No. of Permits Issued to Install Gas and Oil Equipment[2]	22,346	19,848
No. of Inspections of Non-approved Gas and Oil-fired Equipment[3]	525	1,520
No. of Examinations Conducted	116	80
Licences Issued (including renewals) to gas Fitters[4]	2,053	1,990

Notes:

1. *This includes inspections of domestic, commercial and industrial gas and oil burning equipment, propane equipment, propane storage and filling plants, construction heaters, chimneys, flues, vents, and the fire/explosion accident investigations.*
2. *Permits are issued prior to installation of all new gas and oil burning equipment.*
3. *Gas and oil-fired equipment that are not approved by the Canadian Gas Association (C.G.A.), are inspected and labelled for safety approval. The number of pieces of equipment inspected is based on demand from clients for special approval which results in variances in the numbers completed each year.*
4. *Examinations were conducted to issue licences in the categories of the following: oil burner installers, domestic gas fitters, commercial and industrial gas fitters, licensed propane gas fitters, special gas fitters and utility gas fitters.*

Table 4

Activities Under The Electricians' Licence Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
Fire and Explosion Investigations	4	3
Inspection of Non-CSA Approved Electrical Equipment[1]	4,572	5,399
No. of Examinations Conducted	92	64
No. of Certificates Issued (including renewals)[2]	151	51

Notes:

1. *The volume of items inspected and labelled is dependent upon the number of client requests.*
2. *The number of different categories of electricians licences issued include the following journeyman electrician (including apprentices), journeyman power electrician, limited construction electrician, limited maintenance electrician, limited appliance repair electrician, limited specialized trade electrician and electronic serviceman (radio and T.V.).*

   Electricians' licences are issued on a four year basis. The next general renewal time for these licences is in December, 1992.

Table 5

Activities Under The Power Engineers Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
No. of Certificates Issued (including renewals)	4,650	4,633
No. of Examinations Conducted[1]	1,057	969

Note:

1. *Examinations were conducted to issue certificates in the following categories: First, second, third, fourth, fifth, refrigeration, and steam traction engine classes of power engineers.*

Table 6

Activities Under The Amusement Act

April 1, 1990 to March 31, 1992

Items	1990/91	1991/92
Total Number of Inspections[1]	354	478
Orders Issued for Remedial Action[2]	270	467
Electrical Hazards Averted	138	214
Mechanical Hazards Averted	206	253
Number of Rides Condemned		3

Notes:

1. *Inspections and re-inspections, where necessary, were made of amusement rides and booths operated during the year by 14 shows in 28 locations throughout the province.*
2. *The number of orders issued for remedial action bears a direct relationship to the number of inspections. As the number of inspections increase, the probability of finding infractions also increases.*

2(c) Mechanical and Engineering

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	1,354,200	33.00	1,349,900	4,300	
OTHER EXPENDITURES	328,800		312,900	15,900	
TOTAL EXPENDITURES	1,683,900	33.00	1,662,800	20,200	

The Office of the Fire Commissioner

The Office of the Fire Commissioner, through the administration of The Fires Prevention Act (Part II) and The Building and Mobile Homes Act is responsible for promoting and encouraging public safety measures to reduce loss of life and property loss as a result of fires.

The overall objectives are:

- advise, train and certify fire fighters and other persons involved in emergency response activities;
- train industrial and institutional personnel in fire prevention and protection practices;
- investigate fires to determine origin, cause, and circumstances;
- conduct fire prevention inspections in high risk occupancies;
- promote public awareness education;
- develop and implement provincial Fire, Building and Plumbing Codes; and
- collect and analyze data related to fires.

The branch's projected activities for 1991/92 were:

- 300 fire investigations;
- 400 fire inspections in high risk buildings; and
- training of 700 personnel in fire protection and prevention practices.

During 1991/92 the Office investigated 238 fires. This decrease in investigations can be attributed to two major factors. First, a 15 percent reduction in fires over the previous year and secondly the Winnipeg Fire Department taking a pro-active role in fire investigation. During 1991 investigators were called to 107 incidents in Winnipeg down from 176 fires in 1990.

As a result of a more clearly defined inspection policy being introduced to provide staff with specific guidelines to assist them in identifying their areas of responsibility, inspections conducted by staff are down from the previous year. They are now required to inspect hospitals, personal care homes, day care centres and senior citizen housing; as well as hotels and motels on special request. Staff also assist the local fire service officers by providing technical assistance, however the local fire chief or their designate is responsible for completion of the inspection report, resulting in fewer inspection reports filed by the office.

Under the auspice of the Manitoba Fire College 958 candidates completed training in fire prevention and protection practices. The "Train the Trainer" concept has evolved and consequently all 20 Mutual Aid and Northern Training Districts are now participating in training their own personnel. Six hundred and ninety-two fire fighters were successfully trained and evaluated under the incentives program; more than double the previous years figures. Refer to Tables 3 and 4 for further details.

In February the Fire Commissioner hosted a two-day seminar on Critical Incident Stress Debriefing. This seminar was attended by representatives of Manitoba's Emergency Services of fire and ambulance as well as police agencies, corrections officers, emergency ward nurses and staff from various government departments. This seminar was designed to provide information on dealing with stress resulting from their response to traumatic incidents. It outlined the signs and symptoms of stress caused by front line response and debriefing procedures to be used by trained peers to assist individuals in need.

The office, in conjunction with Manitoba Mental Health, has established a provincial committee to develop guidelines and operating procedures for a Critical Incident Stress Debriefing System in the province. A pilot project is being developed for the Parklands Region of the province to develop a regional Critical Incident Stress Debriefing Team.

The Fire Chief Handbook was produced and distributed to all fire departments in Manitoba, to assist the local fire chiefs in handling and co-ordinating responses to emergency incidents. This handbook outlines response organizations, emergency numbers, legal and regulatory requirements as well as information for the fire service on support agencies.

1991 Fire Loss Statistics

Twenty-four fire fatalities and 208 fire related injuries occurred in Manitoba during 1991. They resulted from 5,085 fires, which incurred $48,502,816 in property damages. These figures depict a marked improvement over the losses reported in 1990.

Fifteen men, 7 women and 2 children perished in 20 fires. Fatalities decreased by 8 or 25 percent over the 32 reported last year. Twenty-one of the 24 deaths occurred in the home. The presence of alcohol was a contributing factor in 8 or 33 percent of these fatalities.

Table 1

Fire Losses

1987 – 1991

Year	Fires	$ Millions	Deaths	Injuries
1991	5,085	48.5	24	208
1990	5,980	74.6	32	293
1989	5,811	57.3	22	257
1988	7,032	61.2	30	306
1987	6,032	50.4	26	296

The number of fires in 1991 were 5,085, a decrease of 895 fires or 15 percent over 1990. A large portion of this can be attributed to the reduction in outdoor property fires. Twenty-six percent or 575 fewer than the 2,240 outdoor fires in 1990.

The 1991 reduction in the monetary loss figure can be directly related to the decline in the "major loss" category. Major losses ($500,000+) decreased by $21.8 million based on 14 incidents, down from 25 in 1990; an impressive 56 percent and 30 percent respectively. Although they accounted for only one-quarter of one percent of all fires, "major losses" were responsible for $9.2 million or 19% of the monetary loss. During 1991 three of the 14 "major losses" were concluded as arson or suspected arson and caused $1.6 million in property damage, compared to 12 in 1990 that caused $11.6 million in property damage.

Twenty-four percent or 1,213 fires occurred in one and two family dwellings which resulted in nearly $18.8 million in property damage. Apartments and condominiums accounted for an additional 374 or 7 percent of fires and sustained $2.7 million in damages. These two residential categories recorded 17 fatalities and 135 injuries, 31 percent of all fires and 44 percent of the total monetary loss in Manitoba.

Fire Investigations

The Office of the Fire Commissioner investigates fires involving fatalities, serious injuries, major losses, arson and suspicious fires as well as others where the origin and cause are in doubt. Staff work co-operatively with police, local fire officials, various government agencies and members of the insurance industry to determine the origin and cause of fires.

The branch investigated 238 fires, police were involved in an additional 435 which brings the total to 673. Three hundred and thirty-four were in Winnipeg, 322 in rural Manitoba and 17 in urban centres. Conclusions are listed in Table 2.

Table 2

Fire Investigation Conclusions

April 1, 1990 – March 31, 1992

Cause	1990/91 Number	1990/91 Percent	1991/92 Number	1991/92 Percent
Accidental	358	45%	290	43%
Incendiary, Vandalism or Undetermined Suspicious	251	31%	204	30%
Undetermined Believed Accidental	193	24%	171	26%
Still Under Investigation	3	—	8	1%
TOTAL	805	100%	673	100%

During 1991/92 there were 5 Fire Cause Determination, Level I courses held and completed by 91 candidates. Due to the ongoing demand from fire and police officials, eleven Fire Origin and Cause Awareness Seminars were held and attended by 345 participants. These seminars are designed to assist officials in determining cases where a more thorough investigation is required.

The Investigation Division acquired a pragmatic hydrocarbon detector to identify where flammable or combustible liquids may have been used to initiate a fire. This in turn assists the investigator to isolate areas from which samples may be taken. This equipment can also be adapted to check areas for the presence of hazardous gases, such as carbon monoxide to insure the personal safety of fire scene investigators. The instrument has the potential to reduce the number of exhibits submitted to the forensic laboratory and improve the efficiency of fire scene investigations.

Fire Services

The Fire Services Officers' role is that of a generalist and includes fire investigation, emergency response, inspection and training along with a wide variety of other district responsibilities.

The role of the fire service officer has changed to the point where a response is required for every "non-criminal emergency" in their respective communities. Staff are providing assistance in responding to major incidents. In keeping with our commitments during 1991/92 staff spent a total of 1,060 hours responding to 16 incidents involving, wildland fires, dangerous goods incidents, search and rescue as well as other major fires throughout Manitoba.

Manitoba Fire College

The Manitoba Fire College is responsible for course development and maintenance as well as ensuring the delivery of all certified training programs to the fire service, emergency service, government staff and others involved in both the public and private sectors. Courses are offered in fire protection, rescue, dangerous goods, fire investigations and emergency management. Training courses are held in the local region as well as at the training facilities located in Brandon, Winnipeg and Thompson.

Discussions are currently underway with outside jurisdictions to provide them with fee-for-service training.

An initiative is under way to obtain accreditation with the International Accreditation Congress of Stillwater, Oklahoma. All programs offered by the Manitoba Fire College will be examined to ensure they meet the necessary standards. This will ensure the programs are internationally recognized and meet their criteria.

Table 3

Fire Service Activities

April 1, 1990 – March 31, 1992

Activity	1990/91	1991/92
Inspections		
Fire Commissioners Office	324	205
Local Fire Prevention	922	938
TOTAL	1,246	1,143
Training Sessions Held		
Fire Commissioners Office	80	45
Mutual Aid & Northern Training Districts	13	49
TOTAL	93	94
Persons Trained		
Fire Commissioners Office	1,090	958
Mutual Aid & Northern Training Districts	291	690
TOTAL	1,381	1,648
Emergency Response	17	16

Public Education

During the 1991/92 fiscal year, the Office of the Fire Commissioner continued its efforts in public fire safety education. Once again, local fire departments and fire services were provided with tools to increase fire safety awareness within their communities. This partnership in fire prevention we hope will lead to a decrease in deaths, injuries, and property losses caused by fire in the years to come.

Delivery of the Nero and Ashcan Educational Programs remained a priority in 1991/92. The second program, Home Fire Safety Safari Kit, was launched in the fall of 1991. By the end of the 1991/92 fiscal year over 8000 children had taken part in the new program. The program encourages students from grades three to six, along with their parents, to hunt down and eliminate fire hazards in their own homes. The Matches and Lighters Safety Kit is an ongoing initiative.

Nero and Ashcan are expected to star in yet another educational program in the upcoming year. The Office of the Fire Commissioner, Workplace Health and Safety, and Imperial Oil have formed a partnership to produce a Farm Fire Prevention and Health and Safety Program. The program should be completed by 1993.

The Office of the Fire Commissioner also began work on the implementation of the National Fire Protection Association's Learn Not to Burn Program. The Health Education Curriculum Committee from the Department of Education approved the curriculum for use in Manitoba Schools. As well, a test pilot project was conducted by the Lord Selkirk School Division. Results from the test pilot were extremely positive. Consequently, the Learn Not to Burn Program will be made available to ten school divisions for implementation in the 1992/93 school year.

Boards and Committees

In 1991 the Building Standards Board and Fire Advisory Committee, and their related subcommittees made recommendations on proposed changes to the 1990 National Building, Fire, and Plumbing Codes. These recommendations, if acceptable, will also form the main body of the 1992 Manitoba Building, Fire and Plumbing Codes.

Historically, the Manitoba Building and Plumbing Code were developed by the Building Standards Board and the Manitoba Fire Code was developed by the Fire Advisory Committee. These codes have been developed as complementary and coordinated documents, therefore in order to reduce the possibility of conflict in their respective contents, it was considered desirable that the functions of the Building Standards Board and Fire Advisory Committee be amalgamated under a single board called the Building Standards Board. This new board was appointed by Order in Council on March 18, 1992.

Mutual Aid and Northern Training Districts

There are 17 Mutual Aid Districts throughout Manitoba, using a team approach to Public Safety. Participants in Mutual Aid agree to help and support one another when confronted with a major emergency. This can be both direct assistance responding to an emergency and backup to the remainder of the municipality should another emergency arise.

The majority of communities in south and central Manitoba are within the boundaries of existing Mutual Aid Districts. Unfortunately, due to their geographical locations northern communities are unable to provide one another with direct assistance. Therefore, three northern Training Districts have been established in order that these communities may participate in the incentive program.

Incentive programs have been established to assist these districts to be more self-sufficient.

All districts are now eligible for up to $10,000 during the fiscal year for direct delivery of pre-authorized training courses under the incentive program to fire service personnel, based on the number of graduates. Training tapes are supplied as well as specialized equipment such as breathing air compressors and communication equipment. Disbursements over the past two years are outlined in Table 4.

Table 4

Mutual Aid and Northern Training District Incentives

April 1, 1990 – March 31, 1992

District	Training Graduates		Training Tapes[1]		Radio/ FAx		Air Compressor	
	90/91	91/92	90/91	91/92	90/91	91/92	90/91	91/92
Mutual Aid								
Antler River	10	22	Level II	—	—	—	—	—
Boyne River	40	39	Level I	—	—	—	—	—
Eastman	—	40	—	Level I	Fax	—	—	New
Grand Valley	43	35	—	—	—	—	New	—
Lake Winnipegosis	32	21	Level I	—	Radios	—	—	—
Neepawa & District	—	40	—	—	—	Radios	—	—
North East	40	40	Level I	Level II	Radios	Fax	Refurbished	—
North Interlake	25	37	—	—	Radios	Fax	—	—
Oak Lake	4	33	Level II	—	—	—	—	—
Pembina Triangle	—	38	—	—	—	Radios	—	—
Pembina Valley	—	40	—	Level I	—	—	—	Refurbished
Riding Mountain	40	29	Level I	—	Fax	Radios	—	Refurbished
South Central	—	38	—	—	—	Radios	—	—
South Interlake	—	40	—	Level I	—	—	New	—
Swan River Valley	57	95	Level I	Level II	—	—	—	—
Turtle Mountain	—	37	—	—	—	Radios	Refurbished	—
West Central	—	18	—	Level I	—	—	—	—
Northern Training								
Hudson Bay	—	—	—	—	—	—	—	New
Lake Winnipeg	—	8	—	—	—	—	—	—
North Saskatchewan	—	40	—	Level I	—	—	—	—

1. *Fire Fighting Practices Level I & II Training Tapes*

2(d) Fire Prevention

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	1,443,70	35.03	1,497,500	(53,800)	
OTHER EXPENDITURES	998,500		952,100	46,400	
— GRANTS	154,200		205,000	(50,800)	1
TOTAL OTHER EXPENDITURES	1,152,700		1,157,100	(4,400)	
TOTAL EXPENDITURES	2,596,400	35.03	2,654,600	(58,200)	

Note:

1. *Actual grants were lower than estimated due to the addition of 11 new Mutual Aid and Northern Training Districts into the Training Incentives Program. Some of these districts did not fully utilize this program.*

Engineering and Technical Services Branch

The Engineering and Technical Services Branch was designated as a separate branch and transferred to the Department of Rural Development on June 3, 1991.

Although the branch remained as a part of the Department of Labour for the period April 1, 1991 to June 3, 1992, program and statistical information for the fiscal year April 1, 1991 to March 31, 1992 will be reported as part of the Annual Report of the Department of Rural Development.

Refer to the Annual Report of the Department of Rural Development under the new name of Engineering Safety for detailed information concerning the activities of the Engineering and Technical Services Branch for the fiscal year April 1, 1991 to March 31, 1992.

Conciliation and Mediation Services Branch

Objectives:

The broad goal of the Conciliation and Mediation Services Branch is to promote and maintain harmonious labour-management relations in Manitoba. In doing so, the branch has six objectives:

- to respond to applications for conciliation and mediation services assistance upon request from labour and/or management when there is an impasse in direct negotiations;
- to avert work stoppages through third party assistance;
- to assist in resolving work stoppage situations which have developed;
- to assist as grievance mediators following rights grievance breakdown and prior to arbitration proceedings;
- to assist in resolving teachers/school board disputes at the request of the Minister of Education;
- to increase public awareness of the function of conciliation and mediation services through seminars and classroom participation.

Summary of Activities:

The branch's main activity is to provide conciliation and mediation services to employer and employees, since third party assistance can often help in resolving disputes. Since 1973 conciliation has been voluntary; assistance may be requested by either or both parties under The Labour Relations Act.

During the 1991/92 fiscal year there were 19,718 employees affected by conciliation activities based on 152 assignments under The Labour Relations Act; 96% of which were finalized without a work stoppage.(See Table 1) Added to this were 3 assignments under The Public Schools Act affecting 682 teachers; 100% of these cases were settled prior to compulsory arbitration.(See Table 2) Provincial conciliation officers were active in a total of 155 assignments.

Table 1

Statistics Relating to Conciliation and Mediation Services Under The Labour Relations Act

	1990/91	1991/92
Assignments carried over from previous year	62	44
Assignments received during the reporting year[1]	128	108
Total Assignments in process during reporting year	190	152
Assignments disposed of during the reporting year		
(a) Settled in conciliation without work stoppage	137	110
(b) Settled following work stoppage[2]	8	8
(c) Conciliation suspended	0	0
(d) Referred to Manitoba Labour Board for first collective agreement[3]	9	2
	154	120
Assignments being processed at end of reporting year	36	32
Percentage of assignments finalized without work stoppages	95%	96%
Total Number of employees involved	31,072	19,718

Explanation Notes:

1. *Due to central table and multiple employer bargaining, the number of requests for conciliation are sometimes exceeded by the number of bargaining units in conciliation. This often results in the additional units requiring individual attention.*
2. *There were six (6) strikes, and two (2) lockouts and one (1) strike carried over into the next reporting year.*
3. *The Manitoba Labour Board imposed nine (9) first collective bargaining agreements in 1990/91 and two (2) in 1991/92.*

From April 1, 1991 to March 31, 1992 there were 8 work stoppages involving 8 bargaining units and 1339 bargaining unit workers. These work stoppages accounted for 20,434 lost working days. The number of work stoppages were the same as last year, however the number of lost working days decreased from 156,496 last year to 20,434 this year.(See Table 3)

During the reporting year 1991/92 the branch handled 373 grievance mediation cases, 269 of which were expedited with a strict time frame for disposition under Section 130(8) of the Labour Relations Act, of these, 230 cases were settled. As well, there were 104 cases which were of a joint and voluntary request with a more flexible time frame under Section 129(1) of the Labour Relations Act, of these, 88 were settled. Out of the total of 373 cases, 318 were resolved prior to arbitration. Refer to Table 5 for a more detailed breakdown.

The introduction of grievance mediation/arbitration in 1985, has enhanced and broadened the work of the branch over the period. Conciliation and Mediation Services continue to seek every avenue to improve and promote good relations between labour and management.

Table 2

Statistics Relating to Conciliation and Mediation Services Under The Public Schools Act

	1990/91	1991/92
Assignments carried over from previous year	0	0
Assignments received during the reporting year	36	3
Total assignments being processed during reporting year	36	3
Assignments disposed of during reporting year:		
(a) Settled in conciliation	32	3
(b) Referred to arbitration	4	0
(c) Assignment being processed at end of reporting year	0	0
Percentage of assignments settled prior to compulsory arbitration	95%	100%
Number of teachers affected	10,550	682

Table 3

Number of Work Stoppages, Workers Involved and Working Days Lost by Industry

Industry	Number of Work Stoppages		Estimated Number Workers Involved		Estimated Number of Working Days Lost	
	1990/91	1991/92	1990/91	1991/92	1990/91	1991/92
Service	4	2	9,883	13	154,485	227[1]
Trade	1	0	11	0	594	0
Construction	0	0	0	0	0	0
Public Administration	0	1	0	10	0	42
Manufacturing	3	5	71	1,339	1,417	10,165[2]
TOTAL	8	8	9,965	1,362	156,496	20,434

Explanation Notes:

1. *The 1990/91 figures indicated a dramatic increase in workers involved in a work stoppage and the working days lost due to a province wide strike by the Manitoba Nurses' Union.*
2. *The number of working days lost to work stoppages in manufacturing is high when compared to the number of work stoppages. The length of the stoppages contributes to this.*

Table 4

Number of work stoppages, workers involved and work days lost by year

Year	Number of Work Stoppages	Estimated Number Workers Involved	Estimated Number of Working Days Lost
1981-82	31	5,142	172,505
1982-83	9	544	23,257
1983-84	4	245	2,567
1984-85	11	1,982	62,859
1985-86	21	1,736	32,624
1986-87	14	1,329	22,388
1987-88	9	2,761	75,910
1988-89	11	1,352	54,178
1989-90	6	215	2,749
1990-91	8	9,965	156,496
1991-92	8	1,362	20,434

Table 5

Grievance Mediation

April 1, 1990 to March 31, 1992

	90/91	91/92
Under Section 129(1) (Joint Application)		
Total cases assigned	14	104
Cases settled	7	88
Cases not settled	3	3
Awaiting mediation	4	13
% Settlement achieved	70.0%	97.0%
Under Section 130(8) (Expedited Application)		
Total cases assigned	202	269
Cases settled	149	230
Cases not settled	51	26
Proceeding directly to arbitration	1	0
Cases awaiting mediation	1	13
% Settlement achieved	75.0%	90.0%

2(e) Conciliation and Mediation

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	378,200	7.0	375,500	2,700	1
OTHER EXPENDITURES	50,500		46,300	4,200	2
TOTAL EXPENDITURES	428,700	7.0	421,800	6,900	

Explanation Notes:

1. *The variance of $2,700 is as a result of unanticipated staff time necessary to prevent work stoppages.*
2. *The variance of $4,200 for operating expenditures is due to unanticipated travel costs.*

Pension Commission

Objectives

To protect the rights of employees to benefits promised under company pension plans.

To promote the establishment, extension and improvement of pension plans in the Province.

Summary of Activities

To achieve these objectives, commission staff review new and current pension plans for conformity with The Pension Benefits Act, investigate complaints from plan members and make presentations to groups of employees, organized labour and plans sponsors. In addition, through a reciprocal agreement, staff administer the pension laws of other jurisdictions for approximately 6,000 out-of-province members whose plans are registered in Manitoba. Another 89,331 Manitobans are members of pension plans registered by other provinces.

During 1991/92, the Pension Commission analyzed the various submissions made to it following the publication of two public discussion papers. Commissioners subsequently made recommendations to the government for legislative changes.

Table 1

Number of Manitoba Registered Plans and Their Membership by Sex

Year	Plans	Members		
		Male	Female	Total
1991/92	572	N/A*	N/A*	N/A*
1990/91	650	66,327 (53%)	59,346 (47%)	125,673
1989/90	703	63,756 (53%)	55,928 (47%)	119,684
1988/89	765	63,543 (54%)	54,149 (46%)	117,692

**Actual participation by members not available at time of printing. These figures are provided to each province by Statistics Canada. Due to program cutbacks at that agency, the figures will not be available until later.*

2(g) Pension Commission

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	250,500	6.0	251,600	(1,100)	
OTHER EXPENDITURES	54,100		58,200	(4,100)	
TOTAL EXPENDITURES	304,600	6.0	309,800	(5,200)	

Pay Equity Bureau

Objectives

The Pay Equity Bureau was established in 1985 in accordance with The Pay Equity Act. The primary objectives of the bureau are:

- to inform employees, employers, bargaining agents and the general public of the principles and practices of pay equity;
- to assist employees, employee representatives, and employers in the implementation of pay equity; and
- to provide guidance, advice and assistance in the implementation of a voluntary model of pay equity in the Manitoba school divisions.

Summary of Activities

In carrying out its function, the Pay Equity Bureau provides the following:

- development of educational materials for organizations involved in implementation of pay equity;
- development and delivery of workshops and seminars to provide training to organizations on all aspects of job evaluation, job analysis and interpretation of salary data as these relate to pay equity implementation;
- provision of technical advice and assistance to employees, bargaining agents and employers, particularly with regard to job evaluation and the technical interpretation of data;
- provision of information and educational service to a wide range of organizations, including the general public;
- publication and distribution of resource materials;
- research and development of job evaluation and pay equity implementation models that address client needs;
- monitoring compliance with legislative and policy directives, such as the Policy Framework developed for school divisions; and
- facilitation and resolution of matters relating to implementation of pay equity.

During the 1991/92 fiscal period, the Pay Equity Bureau's main activities were focused on the pay equity initiative for Manitoba school divisions. This initiative applies to: a) the public school divisions/remote school districts; and b) the non-teaching employees in those divisions/districts.

The initiative consists of:

1. "A Policy Framework for the Implementation of Pay Equity for Non-Teaching Employees in Manitoba School Divisions" which was developed by the Pay Equity Bureau in consultation with Education and Training to guide school divisions that choose to implement pay equity.
2. 50-50 cost-sharing of pay equity wage adjustment costs between the province and the divisions - contingent upon the divisions following the guidelines in the policy framework.
3. Provincial funding of a pay equity officer and a Job Evaluation System both of which are centrally available to all divisions.
4. The assistance of the Pay Equity Bureau staff to provide educational materials, workshops and technical assistance to the parties.

During 1991/92, the Pay Equity Bureau facilitated and co-ordinated the activities of the Provincial Joint Union/Management Pay Equity Committee for School Divisions. The committee is made up of four management and four employee representatives.

The Pay Equity Bureau also facilitated two major activities of this committee.

- the selection of the Central Pay Equity Officer responsible for facilitating the pay equity process at the local school division level; and
- the selection of the central job evaluation system.

In order to adapt the job evaluation system to the Manitoba school divisions' environment, a Central Technical Sub-Committee was formed in January 1992 composed of one employer representative and one employee representative.

This Sub-Committee has worked on the following activities:

- modification of the questionnaire and job evaluation instrument to ensure its suitability for Manitoba school divisions; and
- development of a technical manual to facilitate the rating process at the local school division level.

This technical manual was developed by surveying employees in 25 key bench mark job classes in both urban and rural school divisions, producing job profile sheets from the questionnaires and rating these job classes with accompanying rationales.

In addition, the Pay Equity Bureau also provided direct service to school divisions by delivering the following:

- twenty-two presentations to local school boards. These boards requested presentations by the Pay Equity Bureau prior to making decisions concerning whether to proceed as part of this program;

- six regional sessions throughout the province to provide school divisions with information on the central job evaluation system and Pay Equity Officer. These sessions took place in January, 1992 for divisions that had already decided to proceed and also for those that wanted more information in order to make their decisions; and
- nine regional training sessions for divisions proceeding with pay equity. These sessions were given in March, 1992 and covered committee structures, terms of reference for pay equity steering committees and communication strategies.

A time line of April 15, 1992 for school divisions to decide whether to proceed as part of this pay equity program was established. As of March 31, 1992, 21 school divisions had decided to proceed as part of this pay equity program, while 15 divisions were still considering and 12 had informed the Pay Equity Bureau that they were definitely not proceeding.

2(h) Pay Equity Bureau

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	159,300	4.00	189,700	(30,400)	1
OTHER EXPENDITURES	56,900		93,500	(36,600)	2
TOTAL EXPENDITURES	216,200	4.00	283,200	(67,000)	

Explanation Notes:

1. *Departure of the branch director and the delay time in hiring another director resulted in the salary dollars designated for that position not being required for the entire 12 month period.*
2. *Actual expenditures were lower than estimated due to the deferral of planned printing projects and minor capital acquisitions to the next fiscal year.*

Apprenticeship and Training Branch

Responsibility

The Apprenticeship and Training Branch is responsible for The Apprenticeship and Trades Qualifications Act, one general regulation and 32 current trade regulations made under that Act. As well the branch is responsible for the administration of The Barbers Act and one regulation and The Hairdressers Act and one regulation.

Objectives

The purpose of The Apprenticeship and Trades Qualifications Act and related regulations is to facilitate the development of a skilled workforce to meet current demand for skills and changes in future demand resulting from technological advances.

The purpose of The Barbers and Hairdressers Acts and related regulations is to ensure that standard of competence acceptable to the barber and hairdresser occupations are maintained.

Summary of Activities

To achieve its objectives, the Apprenticeship branch processes applications and registers apprentices for training and certification. In the fiscal year 1991-92, 871 apprentices were registered; this is a reduction from the two previous fiscal years. (Refer to Table 1 for detailed statistical comparison)

The branch also schedules apprentices for in-school training, and monitors on the job training. In 1991-92, 3,286 apprentices attended school compared to 3,378 for 1990-91 and 3,202 for 1989-90.

Activities for the development, revision and approval of curricula, tests and examinations are coordinated by the branch. As well the branch administers tests and examinations in apprenticeship occupations, barbers and hairdressers occupations and issues certificates and licences. Three curricula have been finalized in 1991-92 and ten more are currently under review. It is anticipated that three of the ten will be finalized in the near future. Twenty one level tests and final examinations were also finalized. The statistical comparison table shows the corresponding figures for the administration of tests and examinations, and the issuing of certificates.

The branch also promotes apprenticeship training, coordinates information for the designation of new trades, reviews requests for accreditation of training outside apprenticeship, assists target groups to access apprenticeship training, counsels individuals on career choices and performs other support services to facilitate the operations of the branch.

Organization

The Apprenticeship branch is organized into three broad functional areas to achieve its objectives. They are administrative, program development and review and field services.

Administrative Function

The administrative unit includes the director and support staff. Its main responsibility is to manage the day to day operations of the branch, including support services for the other three functional areas.

Program Development Function

The program development area includes an examination officer, examination clerk, a curriculum development officer and trades promotion personnel. This area is responsible for the coordination of activities for the development and revision of tests, examinations and curriculum. It is also responsible for the promotion of apprenticeship training, and assists in assessing requests for the accreditation of training outside apprenticeship.

Field Services Function

This area includes trade counsellors and a senior supervisor. There is also one counsellor permanently located in Brandon, Dauphin, The Pas and Thompson. One counsellor's office is located in Beausejour, but operates part-time between Beausejour and Winnipeg. The main responsibilities are to monitor in school and on the job training, counsel potential apprentices on career choices, schedule apprentices for in-school training, promote apprenticeship training and assist with the assessment of training outside apprenticeship, including requests for the accreditation of training outside apprenticeship.

The Apprenticeship and Trades Qualification Board

There are 35 Trade Advisory Committees that provide recommendations to the Apprenticeship and Trades Qualification Board relating to training and certification of trades.

The Apprenticeship and Trades Qualification Board reports directly to the Minister of Labour and as such is independent of the Apprenticeship and Training branch. Technical, administrative and financial support is supplied by the branch.

The board receives and reviews recommendations brought forward by the Trade Advisory Committees with respect to the training, examination and certification of persons in the trades. The board reviews or makes recommendations on any other matter related to apprenticeship and training as requested by the Minister.

Trades Currently Designated for Certification in Manitoba

Aircraft Mechanic	
Automotive Machinist	
Baker	
Boilermaker	
Bricklayer	
Building Construction Crane Operator	
Cabinetmaker	
Carpenter	
Construction Electrician	
Consumer Electronic Technician	
Cook	
Drywall Mechanic	
Electric Motor Winder	
Esthetician	
Glazer	
Hairstylist	
Heating, Ventilating and Air Conditioning Testing	
Heavy Duty Equipment Mechanic	
Industrial Electrician	
Industrial Instrument Mechanic	
Industrial Mechanic	
Industrial Pipefitter	
Industrial Welder	
Interior Systems Mechanic	
Iron Workers	**Designated – 1991/92**
Landscape Technician	
Lather	
Machinist	
Miner	
Mold and Pattern Maker	
Motor Vehicle Body Repairer	
Motor Vehicle Body Repairer (Paint)	
Motor Vehicle Mechanic	
Painter and Decorator	
Parts Person	
Plumber	
Power Electrician	
Refrigeration and Air Conditioning Mechanic	
Roofer	
Sheet Metal Worker	
Sheeters, Deckers and Cladders	
Sprinkler and Fire Protection Installer	
Steamfitter	
Steel Fabricator	
Tool and Die Maker	

Table 1

Statistical Comparison 1989-1992

Description of Output	Apr. 1/89 Mar. 31/90	Apr. 1/90 Mar. 31/91	Apr. 1/91 Mar. 31/92
1. Registered apprentices	916	999	871
2. Apprentices active at end of year	3208	3374	3398
3. Level test[1]	1159	1375	1549
4. Provincial and interprovincial final examinations	580	674	715
5. Certificates through apprenticeship	508	546	621
6. Trades qualifications examinations	286	327	404
7. Trades Qualification Certificates	151	160	171
8. City of Winnipeg apprentices	1764	1607	1523
9. Apprentices in remainder of province	1444	1767	1875
10. Apprentices attending in-school training	3202	3378	3286
11. Women apprentices	41	58	53
12. Barbers examinations	26	28	30
13. Barbers licences	306	300	116
14. Hairdressers examinations	1235	768	921
15. Hairdressers licences	6180	5250	4202

1. *Level tests are administered at tne end of each training level. They are also administered to determine at what level an apprentice should begin, based on training and education gained prior to entering the apprenticeship program.*

2(h) Apprenticeship and Training

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	1,041,000	27.00	1,067,000	(26,000)	
OTHER EXPENDITURES	131,600		126,900	4,700	
TOTAL EXPENDITURES	1,172,600	27.00	1,193,900	(21,300)	

The Manitoba Labour Board

Objectives:

The Manitoba Labour Board is a quasi-judicial body that adjudicates employer-employee disputes referred under provincial laws such as The Labour Relations Act, The Workplace Safety and Health Act, The Pay Equity Act, and various employment standards statutes. The Board provides assistance in the development of sound labour/management relations by providing expert information relating to The Labour Relations Act.

Summary of Activities

The Board has a full-time chairperson and 3 part-time vice-chairpersons. There are 24 part-time members, consisting of an equal number of employer and employee representatives.

In an effort to facilitate and promote harmonious relations between labour and management, the Board encourages parties to settle disputes in an informal manner. The Board in many instances appoints one of its officers to assist the parties in resolving issues or complaints. During the reporting period, officers resolved 64% of the cases to which they were appointed. If the matter is not resolved, a formal hearing may be held and if held, the Board will decide on the case.

There were 1,297 cases disposed of by the Board between April 1st, 1991 to March 31st, 1992, representing a 4% increase from the previous year.

The Board publishes a "Guide to The Labour Relations Act", an annual "Compendium of Grievance Arbitrations", the quarterly "Report of Activities of the Manitoba Labour Board". As well, a significant number of written reasons for decision, an "Index of Written Reasons for Decision" and Practice Notes provide guidance and assistance to the labour relations community.

Table 1

Applications Filed with the Manitoba Labour Board
April 1, 1991 – March 31, 1992

Legislation	1990-91	1991-92
The Labour Relations Act	683	573
The Employment Standards Act	358	347
The Payment of Wages Act	319	231
The Vacations With Pay Act	4	3
The Pay Equity Act	0	0
The Workplace Safety & Health Act	3	6
TOTAL	1,367	1,160

Further details are available in the separate annual report issued by the Manitoba Labour Board.

2(k) Manitoba Labour Board

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	502,800	12.26	502,000	800	
OTHER EXPENDITURES	198,200		217,800	(19,600)	1
TOTAL EXPENDITURES	701,000	12.26	719,800	(18,800)	

Explanation Note:

1. *Board fees were lower than anticipated. This is in part due to the resolution of numerous matters without a formal hearing, and the chairperson adjudicating on a greater number of cases.*

Workplace Safety, Health and Support Services Division

The mandate of the Workplace Safety, Health and Support Services Division is to administer the Acts and regulations within the Department of Labour, that are related to the protection of the health, safety and economic well-being of workers in the Province of Manitoba.

Workplace Safety, Health and Support Services is responsible for administration of The Department of Labour Act, The Workplace Safety and Health Act, The Employment Standards Act, The Employment Services Act, The Payment of Wages Act, The Construction Industry Wages Act, The Remembrance Day Act, The Retail Business Holiday Closing Act, and The Vacations With Pay Act, and all the regulations thereunder.

The division also provides technical and administrative support to the Minister's Advisory Council on Workplace Safety and Health.

The objectives of the Workplace Safety, Health and Support Services Division are achieved through the work of six branches:

- Workplace Safety and Health Branch - formerly known as Field Inspection and Education Services
- Mines Inspection Branch
- Occupational Health Unit
- Worker Advisor Office
- Employment Standards Branch
- Labour Adjustment Unit

Partnerships ...

With the continuing challenges of today's working environments, the Workplace Safety, Health and Support Services Division continues to look for more innovative ways to bring service to our clients. As such, branches of the Division have actively pursued and willingly participated in a number of "partnerships" at a variety of levels: enhanced inter-branch cooperation; inter-departmental cooperation and government- private sector activities. While the Division has always encouraged joint ventures, a number of projects initiated in 1991 are worthy of note.

Enhanced cooperative activities with the Workers' Compensation Board were undertaken and remains ongoing as it is viewed as having great benefit for workers as well as the parties involved.

A joint initiative was completed among the Employment Standards Branch, the Workplace Safety and Health Branch and the Department of Education to have basic rights and responsibilities in these areas taught to high school students as part of their core curriculum.

The Employment Standards Branch has embarked upon a multiculturalism initiative with the Multiculturalism Secretariat of the Department of Culture, Heritage and Citizenship. Training is provided to representatives from ethnocultural communities who then provide volunteer services within their communities to assist in the dissemination of employment standards information.

Networks with Manitoba Health continue to be built and work on a number of activities is ongoing through the Occupational Health Branch and the Workplace Safety and Health Branch.

Preliminary discussions have been initiated with Imperial Oil, and the Office of the Fire Commissioner and Workplace Safety and Health to jointly fund and promote a children's learning package for fire and general safety on farms.

The Mines Inspection Branch has embarked upon a joint cross-training effort with the Department of Energy and Mines. This will enable inspectors from either department to inspect all workplaces falling under either of their jurisdictions resulting in an increased and more efficient service to clients.

Two conferences were jointly sponsored with the Workplace Safety and Health Branch and other groups and organizations. The branch worked with both management and labor for the third year to hold a major construction conference. A conference on ergonomic issues was co-sponsored with the University of Manitoba and further discussions are taking place to develop a guideline for ergonomics.

Other specific examples of the variety of "partnerships" undertaken by this division are evident in the individual branch reports. We will continue to work with our clients and fellow service delivery agencies to ensure the best possible product is delivered in the most efficient and economical way.

Workplace Safety and Health Branch

Objectives

- to encourage employers and emp loy ees to und ert ake their responsibilities to eliminate illness and physical injuries to Manitoba workers.
- to ensure that workplace hazards are identified and corrective action and compliance with The Workplace Safety and Health Act and regulations are secured.

Summary Of Activities

The Workplace Safety and Health Branch administers and enforces The Workplace Safety and Health Act along with 13 regulations. Through a variety of services this branch carries out its mission to create an environment that will cause employers, workers and the public to integrate safety and health into their work as a basic right and responsibility. Services are designed to encourage and assist both employers and workers to address workplace issues in a cooperative manner through joint labour-management committees.

We serve a client base of approximately 378,000 workers and 32,000 workplaces through the activities of three units: Inspection, Occupational Hygiene and Workplace Services Units. Our objectives are pursued with 36 staff members in our Winnipeg office, 4 in the Brandon regional office and 1 in each of the offices at Beausejour, Ste. Anne, Stonewall and The Pas.

The objectives of the branch are achieved with the following general areas of activity:

- workplace inspections in response to concerns or by general unannounced inspections
- occupational hygiene surveys
- accident investigations (a 24-hour emergency response program is maintained)
- education programs for workers, employers and committees
- development of resource materials such as a newsletter, technical guidelines and bulletins, and a print and audiovisual lending library.
- participation in legislation development

In 1991-92 the Units of this branch placed greater emphasis on a proactive approach to addressing safety and health risks in a variety of workplaces. Among these were efforts to work more closely with The Workers' Compensation Board to produce meaningful statistics to guide the development of proactive approaches which will prevent illness and injury. This activity remains an ongoing one.

There was an increased emphasis on inspections of confined space work at rural worksites as well as in the logging industry and in the roofing industry concerning fall protection. Compliance with the Workplace Hazardous Materials Information System (WHMIS) and the Workplace Health Hazard Regulations was a focus of safety and health officer activity as well.

A study of worker risk to formaldehyde in industry was begun in 1991-92 with final results to be available in fiscal 92/93. An evaluation of worker exposure to noise in the construction sector was conducted with a view to reducing the risk in this area.

Work processes were streamlined with the installation of a Local and Wide Area Network (LAN and WAN) to enhance communications and processes with all staff. As well, the branch conducted an evaluation of the federal government's Labour Operations Information System (LOIS) which would enable a comprehensive tracking system of individual workplace data. The system will be implemented in 1992.

Professional development for staff was enhanced in both technical and consultation skills to continue providing clients with quality service in keeping with the departments' Service Quality Initiative. As well, preliminary discussions were held with the Department of Finance on initiating an "effectiveness reporting" process as a pilot for the department. Discussions will continue in 1992 to consider implementing a process as outlined by the Canadian Comprehensive Auditing Foundation, a national, non-profit organization supported by both the public and private sector. The process will involve consideration of 12 "attributes" that, through research have been determined to be the most appropriate benchmarks for measuring "effectiveness".

See Table 1 for a detailed activity summary.

Table 1

Workplace Safety and Health Activity Table

	1990/91	1991/92
Inspections	3613	2934[1]
Investigations		
Complaints	451	429
Accidents	80	140[2]
Fatalities	11	6
Improvement Orders	3135	2576[1]
Stop Work Warnings	25	21
Stop Work Orders	50	48
Inspection Emergency Responses	18	52[3]
Right to Refuse (Branch Involvement)	3	4
Client Consultations	2906	3091
Hygiene Surveys Conducted	153	150[4]
Hygiene Emergency Responses	39	33
Federal W.H.M.I.S.	13	15
WorkSafe Bulletins Developed	18	15
Guidelines Developed	6	5
WorkSafe Newsletter Issues Published	4	4
Committee Training Sessions Offered	193	132
Audio-visual Library Loans	1,080	1,056
Library Reference Queries/Loans	237/516	240/494
Prosecutions	20	19

Explanation Notes:

1. *The number of inspections decreased as more of the safety and health officers' activities were directed to proactive activities with specific industries, more sophisticated health related investigations and delivery of education programs to clients.*
2. *Improved reporting criteria resulted in better tracking of accident investigations in 1991-92.*
3. *The increased number of emergency responses reflects industries' heightened awareness of their responsibility to contact this branch in event of an accident. The City of Winnipeg Police and Fire Departments and the R.C.M.P. have established policies to contact this branch in an event of a workplace emergency situation (i.e. industrial/construction accident).*
4. *This number includes 62 proactive surveys conducted. A proactive survey is not the result of a specific complaint, but is instead initiated by the branch to deal with potential health hazards.*

Expenditures by Sub-appropriation

Please note that this unit's expenditures by sub-appropriation have been combined with those of the Mines Inspection Branch, Occupational Health Unit and the Advisory Council on Workplace Safety and Health.

Mines Inspection Branch

Objectives

The objectives of this branch are to ensure that mining operations are conducted in compliance with the legislation and to encourage safe practices to provide the highest practical standards of safety and health for workers at mines.

Summary of Activities

Branch staff, located in Winnipeg, Thompson, Snow Lake, Flin Flon and Brandon carried out the following activities:

Workplace Inspections

Site inspections of all mining operations were conducted on a regular basis for the purpose of compliance with the pertinent legislation and safe practices. Inspections of underground and surface operations, pits and quarries, diamond drilling sites, oil extraction operations and inactive mines were carried out.

Orders were issued for correction of items not in compliance with regulations or safe practice with follow-up to ensure that corrections were made.

Environmental Surveys

Surveys of environmental contaminants and physical agents which could impact on the health of workers as well as audits of monitoring programs conducted by mine operators were conducted. All mines inspectors are equipped to conduct preliminary investigations and determinations in this area.

Incident Investigations

Serious accidents and unusual occurrences are required to be reported by the regulations. These reports as well as complaints and concerns were investigated to determine the cause and recommend measures to resolve the problem and prevent a recurrence.

Mine Rescue 1991

Maintenance of mine rescue facilities, equipment and training of crews is supervised by the mine rescue instructor to ensure that sufficient highly trained and well equipped mine rescue personnel are available to react to emergencies. At year end, 126 mine rescue persons were active at 8 stations located in all underground mining areas. There was one underground emergency requiring the use of mine rescue crews with 38 workers. In response to concerns over emergency response time to outlying mines. Inco Limited acquired a fully equipped emergency response vehicle for exclusive mine rescue use.

Engineering Assessments

Engineering assessments and pre-development reviews are carried out as required by the regulations, to ensure adherence to legislation, good practices and to forestall potential problems. Problems may arise from the installation of an explosive magazine or diesel unit underground to an elaborate fueling system or new mining method. The reviews typically involve both technical and engineering expertise of the branch.

Training and Education

Training has two aspects; training of staff in technical and consultation skills, and promotion of safety and health awareness to mine workers and operators. Client training is based on a recognized need or specific request.

Administration

The administrative area is designed to support field activities through correspondence, maintenance of records of hoist operators, explosive magazines, hoist ropes, accident statistics, and accounting procedures. Administrative staff are located at Thompson, Flin Flon and Winnipeg.

See Table 1 for detailed activity summary and year to year comparison.

Table 1

Mines Inspection Branch Activity Summary

	1989/90	1990/91	1991/92
Inspections	760	791	954
Investigations			
Incidents	123	93	101
Complaints	75	60	57
Fatalities	2	1	2
Improvement Orders	595	514	503
Stop Work Orders	17	11	23
Environmental Surveys1	29	121	134
Training and Education Sessions	72	67	64

Explanation Note:

1. *Substantial increase in environmental surveys 1990/91 over 1989/90 as a result of a full time environmental engineer on staff.*

Expenditures By Sub-appropriation

Please note that this branch's expenditures by sub-appropriation have been combined with those of Workplace Safety and Health Branch, Occupational Health Unit and the Advisory Council on Workplace Safety and Health.

Occupational Health Unit

The Occupational Health Unit functions both proactively and reactively respecting occupational safety and health issues; responding to division staff, health care professionals, workers, managers and the public as needed.

Objectives

- To provide medical supervision of health surveillance programs to ensure consistency with professional standards and ethics and departmental policy. This monitoring of worker health in specific risk situations enables appropriate intervention and prevention startegies (see Table 1 for detailed statistical information);
- To assist division staff in the investigation of health concerns affecting workers and employers and recommends preventive or corrective action;
- To consult, on request, with health professionals, representatives, workers and employers on occupational health issues;
- To appraise new developments and issues in occupational health and participates in continuing education programs for industry workers as well as division staff;
- To participate in the development of workplace health programs and the effects of their implementation;
- To issue recommendations on occupational health matters consistent with the goals of The Workplace Safety and Health Act.

The Occupational Health Unit consists of the Chief Occupational Medical Officer (C.O.M.O.), Epidemiologist and administrative secretary. The function of the C.O.M.O. is mandated under The Workplace Safety and Health Act.

See Tables 1 and 2 for detailed activity summary and year to year comparison.

Table 1

Occupational Health Unit Surveillance Programs Activity Summary

Health Surveillance Statistics (Jan. 1, 1990 — Dec. 31, 1991)	1990	1991
Hearing Conservation Program — Current certified Industrial Audiometric Technicians	109	202[1]
— New I.A.T. certificates issued	25	0[2]
— Hearing tests done in industry (approx.)	25,000	25,000
Fibrosis/Silicosis Surveillance Program (Jointly With Sanitorium Board of Manitoba and W.C.B.)		
— workers surveilled	2479	2625
— new silicosis cases reported to W.C.B. (39 silicosis cases reported from 1980 to 1989)	0	0
— new asbestosis cases accepted by W.C.B. (30 asbestosis cases reported from 1980 to 1989)	3	7[3]
Blood Cholinesterase Testing of Pesticide Applicators (Jointly With Manitoba Agriculture and Manitoba Health)		
— workers tested	94	70

Explanation Notes:

1. *Please note 1990 list incomplete; Registry transferred from Manitoba Health*
2. *No Industrial Audiometric Technician's course was held in 1991.*
3. *These asbestosis cases are the result of cumulative exposure over many years coupled with increased reporting due to heightened awareness in industry.*

Lead Monitoring Program

Lead is a heavy metal that can cause chronic illness. Employers are required to implement controls to reduce exposure to lead at specific action levels. Such control measures have resulted in a steady decline of the number of workers exceeding the action level.

Table 2

Program Statistics

	1990	1991
— company testing workers for lead exposure	11	12
— total blood leads reported (all companies)	1165	795[1]
— total workers tested (all companies)	571	387[1]

Explanation Note:

1. *This difference from 1990 to 1991 is largely due to the closure of a major lead using company.*

Expenditures By Sub-Appropriation

Please note that this Unit's expenditures by sub-appropriation have been combined with those of the Workplace Safety and Health Branch, Mines Inspection Branch and the Advisory Council on Workplace Safety and Health.

Advisory Council on Workplace Safety and Health

The Advisory Council on Workplace Safety and Health was established in 1977 under the authority of The Workplace Safety and Health Act. The Council reports directly to the Minister of Labour and as such is independent of the Workplace Safety and Health branch. However, technical, administrative and financial support is supplied by the branch for the Council's activities. Members receive remuneration in the form of an honorium and payment for out-of-pocket expenses.

At the request of the Minister of Labour the council advises or makes recommendations to the minister concerning:

- general workplace safety and health issues;
- protection of workers in specific situations;
- appointment of consultants and advisors;
- any other matter concerning workplace safety and health on which the minister seeks the council's opinion.

Members are appointed by the Lieutenant Governor in Council, with equal representation from each of three groups: workers, employers, and technical and professional organizations concerned with the general purposes of the Act.

During 1991/92, Council membership consisted of:

- W.N. Fox-Decent, Chairperson
- G. Collis, Canadian Manufacturers Association
- C. Grahame, Manitoba Association of Registered Nurses (Occupational Health Nurses)
- D. Herbert, Manitoba Safety Council
- H. Mesman, Manitoba Federation of Labour
- Dr. T. Jolly, Manitoba Medical Association
- N. McCormick, Winnipeg Chamber of Commerce
- K. Moore, Winnipeg Construction Association, resigned in October, 1991 due to ill health
- W. Newman, Mining Association of Manitoba
- W. Pindera, Manitoba Teachers Society
- J. B. Shiaro, Manitoba Federation of Labour
- F. Thomas, Manitoba Winnipeg Building Trades Council
- B. Ward, Industrial Hygiene Consultant

Advisory Council on Workplace Safety and Health establishes committees to advise council on specific matters dealing with safety and health in the workplace.

During 1991/92 the following committees were active:

- Health Standards Committee
- Construction Safety Committee
- Industrial Safety and Health Committee
- Agriculture Safety and Health Committee
- Review Committee for Operation of Mines Regulation

2(m) Workplace Safety and Health

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	2,838,300	66.00	2,874,000	(35,700)	
OTHER EXPENDITURES	733,300		719,500	13,800	
TOTAL EXPENDITURES	3,571,600	66.00	3,593,500	(21,900)	

Explanation Note:

This table includes Workplace Safety, Health and Support Services Division Administration, Workplace Safety and Health Branch, Mines Inspection Branch, Occupational Health Unit and the Advisory Council on Workplace Safety and Health.

Worker Advisor Office

Objectives

- to assist injured workers and their dependents in regards to difficulties with their Manitoba Workers Compensation Board claims in order to ensure fair and equitable resolution.
- to provide information and advice to unions, individuals and professionals with respect to rights and requirements of The Workers Compensation Act.

Summary of Activities

The staff of the Worker Advisor Office provided appeal advice, assistance and representation services on individual Workers Compensation claims to ensure fair and equitable resolution is obtained. Issues on specific claims were researched and investigated, as were general matters of Workers' Compensation policy and practice.

In the 1991/92 fiscal year staff assisted workers with 1053 claims and provided information on an additional 1213 claims. Five education/orientation sessions with labour unions, professional associations and other community organizations were carried out. As well staff coordinated and presented two 12 week courses to train union representatives and shop stewards in the Workers' Compensation Board appeal process to enable them to assist workers. Travel to one Western and six Northern communities in Manitoba, approximately every 3 months, enabled staff to provide service for individual claims in those areas.

See Table 1 for detailed statistical summary and year to year comparisons.

Table 1

Worker Advisor Office 1990/91 and 1991/92 Case Statistics

	1990/91	1991/92
Files carried over	425	494
Files opened	613	559
Files closed	534	593
Total number of files handled	1,028	1,053
Cases handled on an information basis and not opened	566	1213[1]
Representation to: a) Review Office	313	337
Representation to: b) Appeal Panel	9	111
Educational Training Sessions	6	8
Recovered in Lump Sum Payments	$914.7	$1,059.3
Reinstated Monthly Benefits	$60.7	$133.9

Explanation Note:

1. *New procedures for record keeping were established.*

2(n) Worker Advisor Office

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	383,800	9.44	400,900	(17,100)	
OTHER EXPENDITURES	62,000		50,500	11,500	1
TOTAL EXPENDITURES	445,800	9.44	451,400	(5,600)	

Explanation Note:

1. *Over expenditure in operating costs resulted from costs associated with telephone communications with injured workers, travel required to serve the northern and rural Manitoba, and professional fees for obtaining medical opinions.*

Employment Standards Branch

Objectives

To achieve socially desirable terms and conditions of employment for the Manitoba work force through the establishment of minimum standards and conditions of employment and to ensure compliance with the legislation in an equitable, effective and efficient manner.

To foster client self-reliance in establishing and maintaining fair employment practices through public education and disseminating information to make employers and employees more aware of their rights and responsibilities under the legislation.

Summary of activities

Investigates monetary and non-monetary complaints to ensure that the minimum benefits and working conditions provided by labour standards legislation are provided.

Conducts routine inspections of work places to ensure compliance with legislation.

Recovers wages found owing to employees either through the findings of Employment Standards Officers or by Orders of the Manitoba Labour Board.

Provides an educational program to help the public achieve better understanding of labour standards legislation.

Administers the Payment of Wages Fund which protects the wages of employees up to a maximum of $1,200 in any calendar year.

(See Table 1 for detailed statistical information and year to year comparison.)

During the 91/92 fiscal year, the Employment Standards Branch received approximately 100,000 telephone and 3,800 in-person inquiries and requests for information. A total of 3,633 formal complaints were filed. The Branch issued 436 Payment of Wages Orders against employers, 308 Directors' Orders against directors and/or officers of corporations, and 77 Third Party Demands to recover outstanding wages. Total wage adjustments amounted to $1,487,069.53. Employment Standards Branch received 232 complaints under The Construction Industry Wages Act. Of these, 122 pertained to wages, 101 to vacation pay, and 26 to general holiday wages. Heavy construction accounted for 67 complaints.

In order to more effectively deter repeat offenders, a prosecution program was reinstituted in 1991/92. Prosecution action was initiated against four different employers, with one conviction registered and the remaining charges pending court trials.

The Employment Standards Branch substantially revamped its public education program by: pioneering the teaching of Employment Standards legislation as a core curriculum into the secondary school system; developing partnership arrangements with various ethnocultural communities; and promoting Employment Standards information through the development and wide distribution of a new user friendly employers' guide.

Table 1

Payment of Wages Fund Activity Summary

April 1, 1991 to March 31, 1992

(1990/91 Fiscal Year figures in Brackets)

	Number of Employers	Number of Employees	Amount Paid	Total Recoveries
Bankruptcies	63 (60)	366 (303)	$258,823.53 ($177,739.00)	$55,094.08 ($10,119.18)
Closures	89 (71)	362 (270)	$179,008.81 ($153,643.20)	$42,118.93 ($32,487.49)
Receiverships	32 (14)	408 (110)	$322,265.78 ($49,006.07)	$65,894.73 ($41,119.17)
Still Operating	75 (4)	120 (57)	$63,214.90 ($33,632.17)	$23,271.66 ($21,844.59)
TOTALS	259 (189)	1,256 (740)	$823,313.02 ($414,020.44)	$186,379.40 ($105,570.43)

2(p) Employment Standards Branch

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	1,552,600	35.39	1,557,700	(5,100)	
OTHER EXPENDITURES	158,400		137,200	21,200	1
TOTAL EXPENDITURES	1,711,000	35.39	1,694,900	16,100	

Explanation Note

1. Increase in operating due to public education and transportation costs.

3(a) Payment of Wages Fund

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
OTHER EXPENDITURES	720,300		570,000	150,300	1
TOTAL EXPENDITURES	720,300		570,000	150,300	

Explanation Note

1. Substantially increased demand on fund payouts due to increased number of bankruptcies and receiverships.

Labour Adjustment Unit

Objectives:

The objectives of the Labour Adjustment Unit are:

- to assist employers and workers in finding solutions to actual or potential workforce adjustment problems arising from business closures, expansions, or threatened layoffs due to economic, technological or industrial change;
- to assist workforce adjustment committees in developing retraining and redeployment strategies to help workers whose job may disappear or change into other jobs with the same employer, sector, or move to completely different forms of employment; and
- to participate in inter-departmental and federal-provincial initiatives to deal with labour market adjustment.

Summary of Activities:

The Labour Adjustment Unit is responsible for promoting the establishment of joint labour-management workforce adjustment committees to provide services to employers and workers affected by plant closures, expansions, downsizing or threatened layoff. (See Table 1 for activity summary)

The primary goal of the Labour Adjustment Program is to bring employers and workers together to deal with changes in the workplace, by formulating adjustment measures to solve the problems that change can bring, and to monitor and evaluate the implementation of plans jointly developed by employers and their workers. Prevention of a layoff or closure is the first option considered. Through the joint labour-management adjustment committee structure used by the program, many services can be delivered which would otherwise not be available.

In most workforce adjustment situations, the Industrial Adjustment Service, a federal government program, co-sponsors and co-facilitates the adjustment process. Agreements are normally cost-shared among the employer, federal government and provincial government by 50%, 25% and 25% respectively.

Activities commonly undertaken by a joint labour management workforce adjustment committee may include:

- surveys of workers to determine current skills and services required;
- assistance with preparation for the job search;
- workshops on early retirement;
- special studies related to a company's specific labour adjustment problems;
- information on training opportunities and community services; and
- financial assistance with retraining through federally sponsored programs or the Labour Adjustment Program.

Specific programs administered by the Labour Adjustment Unit are detailed as follows:

Program for Older Worker Adjustment (POWA)

POWA helps long-service older workers who have little or no prospect for reemployment following a major permanent layoff. The program provides financial assistance to eligible older workers who are between the ages of 55 and 64 at the time of layoff. Program costs are to be paid 70% by the federal government and 30% by the provincial government. POWA is unique in that eligibility of specific layoffs and of the individual workers are determined jointly by Canada and Manitoba and payment of benefits is then tendered out to insurance companies in the private sector.

POWA has a two-tier eligibility process. Layoffs are assessed on a case-by-case basis and once approved, older workers are then considered for individual eligibility. In 1991-92 three layoffs in Manitoba were approved under POWA with a total of 28 older workers eligible to receive benefits. In addition 17 older workers also became eligible for POWA benefits as a result of previously approved layoffs.

Education/Information Support:

The Labour Adjustment Unit develops informational materials on branch programs and services. Brochures and posters are distributed to clients on both an unsolicited and solicited basis to increase public awareness of the unit's programs and services.

The Unit also maintains a collection of specialized promotional videos to assist staff to successfully market the Labour Adjustment Program and encourage affected workers to make use of the adjustment committee services. Training videos and resource materials are supplied to assist new committees in achieving their objectives.

Table 1

Labour Adjustment Unit Activity Summary

	1990/91	1991/92
Active workforce adjustment agreements	31	27
Registered workers receiving adjustment assistance	1,842	1,967
Registered workers assisted with training course costs through program's Training Incentive Fund	268	271

2(r) Labour Adjustment Unit

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
TOTAL SALARIES	294,300	6.00	281,500	12,800	
OTHER EXPENDITURE	61,500		34,500	27,000	1
— Grants	362,800		383,500	(20,700)	
Total Other Expenditures	424,300		418,000	6,300	
TOTAL EXPENDITURES	718,600	6.00	699,500	19,100	

Explanation Notes:

1. *This expenditure is due to increased costs associated with travel to service committees in Northern Manitoba, telephones, promotional material and computer equipment acquisition.*

3(b) Program for Older Worker Adjustment

Expenditures by Sub-Appropriation	Actual 1991/92 $	Estimate 1991/92 SY	Estimate 1991/92 $	Variance Over(Under)	Expl. No.
OTHER EXPENDITURE	523,300		1,000,000	(476,700)	1
TOTAL EXPENDITURES	523,300		1,000,000	(476,700)	

Explanation Note:

1. *This variance reflects the fact that there were a number of older workers who did not meet the eligibility criteria in 1991/92, but may qualify for benefits in 1992/93.*

Department of Labour

Reconciliation Statement

DETAILS	1991/92 ESTIMATES
1991/92 MAIN ESTIMATES	$16,124,100
ALLOCATION OF FUNDS FROM:	
— Canada-Manitoba Enabling Vote	1,000,000
— Decentralization	38,500
— General Salary Increase	172,000
— Internal Reform, Workforce Adjustment	440,100
1991/92 ESTIMATE	$17,774,700

Department of Manitoba Labour

Expenditure Summary

for fiscal year ended March 31, 1992

with comparative figures for the previous fiscal year.

Estimate 1991/92	Appropriation	Actual 1991/92	Actual 1990/91	Increase (Decrease)	Expl. No.
	11-1 Labour Executive				
$ 20,600	a) Minister's Salary	$ 20,600	$ 20,600	$ 0	
	b) Executive Support				
303,600	(1) Salaries	295,500	298,400	(2,900)	
77,500	(2) Other Expenditures	89,400	80,700	8,700	
6,500	Grants	2,500	4,500	(2,000)	
$ 408,200	Total 11-1	$ 408,000	$ 404,200	$ 3,800	
	11-2 Labour Programs				
	a) Management Services				
$ 1,324,100	(1) Salaries	$ 1,327,600	$ 1,268,000	$ 59,600	1
149,200	(2) Other Expenditures	179,600	148,300	31,300	
	b) Division Administration				
147,700	(1) Salaries	148,200	124,400	23,800	
23,700	(2) Other Expenditures	26,900	27,600	(700)	
	c) Mechanical & Engineering				
1,349,900	(1) Salaries	1,354,200	1,410,400	(56,200)	
312,900	(2) Other Expenditures	328,800	306,300	22,500	
	d) Fire Prevention				
1,497,500	(1) Salaries	1,443,700	1,553,200	(109,500)	2
952,100	(2) Other Expenditures	998,500	820,100	178,400	3
205,000	Grants	154,200	68,500	85,700	4
	e) Engineering Safety Services*				
426,000	(1) Salaries	430,100	417,100	13,000	
40,600	(2) Other Expenditures	49,600	46,500	3,100	
	f) Conciliation & Mediation Services				
375,500	(1) Salaries	378,200	364,900	13,300	
46,300	(2) Other Expenditures	50,500	65,000	(14,500)	
	g) Pension Commission				
$ 251,600	(1) Salaries	$ 250,500	$ 261,700	$ (11,200)	
58,200	(2) Other Expenditures	54,100	41,700	12,400	

Department of Manitoba Labour

Expenditure Summary (Continued)

for fiscal year ended March 31, 1992

with comparative figures for the previous fiscal year.

Estimate 1991/92	Appropriation	Actual 1991/92	Actual 1990/91	Increase (Decrease)	Expl. No.
	h) Pay Equity Bureau				
189,700	(1) Salaries	159,300	181,400	(22,100)	
93,500	(2) Other Expenditures	56,900	64,700	(7,800)	
	j) Apprenticeship & Training				
1,067,000	(1) Salaries	1,041,000	924,400	116,600	
126,900	(2) Other Expenditures	131,600	139,900	(8,300)	
	k) Manitoba Labour Board				
502,000	(1) Salaries	502,800	467,600	35,200	
217,800	(2) Other Expenditures	198,200	213,500	(15,300)	
	m) Workplace Safety & Health				
2,874,000	(1) Salaries	2,838,300	2,781,000	57,300	
719,500	(2) Other Expenditures	733,300	791,500	(58,200)	
	n) Worker Advisor Office				
400,900	(1) Salaries	383,900	371,500	12,400	
50,500	(2) Other Expenditures	62,000	68,000	(6,000)	
	p) Employment Standards				
1,557,700	(1) Salaries	1,552,600	1,369,700	182,900	
137,200	(2) Other Expenditures	158,400	205,100	(46,700)	
	r) Labour Adjustment				
281,500	(1) Salaries	294,300	274,900	19,400	
34,500	(2) Other Expenditures	61,500	117,800	(56,300)	
383,500	Grants	362,800	300,400	62,400	
$ 15,796,500	Total 11-2	$ 15,711,600	$ 15,195,100	$ 516,500	
	11-3 Labour Special Programs				
$ 570,000	a) Payment of Wages fund	$ 720,300	$ 396,000	$ 324,300	5
1,000,000	b) Program for Older Worker Adjustment	523,300	869,400	(346,100)	6
$ 1,570,000	Total 11-3	$ 1,243,600	$ 1,265,400	$ (21,800)	
$ 17,774,700	TOTAL EXPENDITURES	$ 17,363,200	$ 16,864,700	$ 498,500	

* *Engineering Safety Services transferred to Rural Development in 1991/92.*

Explanation Number:

1. *Actual expenditures in 1991/92 were higher than in 1990/91 due to additional costs related to the Voluntary Separation Incentive Program as well as additional costs for a shared Civil Service Commission Communications position and a new central Communications Officer position.*
2. *Actual expenditures were lower in 1991/92 than in 1990/91 due to vacancies during the fiscal year.*
3. *Actual expenditures were higher in 1991/92 than in 1990/91 due to budgeted non-recurring costs related to equipment/facility upgrading.*
4. *Actual expenditures were higher in 1991/92 than in 1990/91 due to an increased payout of grant funding due to the addition of 11 Mutual Aid Training Districts under the Training Incentives Grants program.*
5. *Actual expenditures in 1991/92 were higher than in 1990/91 due to the fact that more large payouts from the Payment of Wages fund were required in 1991/92.*
6. *Actual expenditures in 1991/92 were lower than in 1990/91 due to the fact that fewer employees were eligible under approved POWA projects in 1991/92.*

Department of Labour

Revenue Summary by Source

for fiscal year ended March 31, 1992

with comparative figures for the previous fiscal year.

Actual 1990-1991	Actual 1991-1992	Increase (Decrease)	Source	Actual 1991-1992	Estimate 1991-1992	Variance	Expl. No.
			Current Operating Programs				
			1. Other Revenue:				
$ 2,034,500	$ 1,699,900	$ (334,600)	(a) Permits & Licences	$ 1,699,900	$ 2,172,500	$ (472,600)	1
6,351,200	6,995,200	644,000	(b) Sundry	6,995,200	6,645,000	350,200	
$ 8,385,700	8,695,100	309,400	Sub-Total	$ 8,695,100	$ 8,817,500	$ (122,400)	
			1. Government of Canada:				
$ 65,100	$ 58,600	$ (6,500)	(a) Boilers and Elevator Inspections	$ 58,600	$ 60,000	$ (1,400)	
95,000	100,000	5,000	(b) Flin Flon Inspection Agreement	100,000	100,000	0	
0	0	0	(c) Industrial Training Fire Protection	0	10,000	(10,000)	2
$ 160,100	$ 158,600	$ (1,500)	Sub-Total	$ 158,600	$ 170,000	$ (11,400)	
$ 8,545,800	$ 8,853,700	$ 307,900	**TOTAL REVENUE**	$ 8,853,700	$ 8,987,500	$ (133,800)	

Explanatory Comments Regarding Revenue Increases (Decreases) and Variances:

1. *Permits and Licences — $344,600 decrease under 1990/91 actual — $472,600 decrease under 1991/92 estimate. The decreases were due to a reduction in revenue from building permits; a reduction in revenue from TQA certification for hairdressers and barbers and a reduction in revenue from barbers and hairdressers licences due to the fact that barbers licences and hairdressers licences are renewed on an alternating biennial basis. As well, regulatory and legislative changes required for the implementation of revenue changes for 1991/92 were not effected during the fiscal year.*
2. *Industrial Training — Fire Protection — $10,000 decrease under 1991/92 estimate. The decrease is due to the fact that no agreements were reached during 1991/92 for the delivery of training to federal government departments; consequently no revenues were received.*

Department of Labour

Five Year Expenditure and Staffing Summary by Appropriation

for years ending March 31, 1988 — March 31, 1992

Appropriation		Actual/*Adjusted Expenditures ($000) 1987-88 SY	1987-88 $	1988-89 SY	1988-89 $	1989-90 SY	1989-90 $	1990-91 SY	1990-91 $	1991-92 SY	1991-92 $
11-1	Administration and Finance Labour Executive	9.00	445.3	9.00	449.6	10.00	518.8	10.00	450.4	9.00	408.0
11-2	Labour Labour Programs	315.40	12,526.6	296.36	13,029.6	291.34	14,139.1	296.34	14,685.3	279.08	15,353.3
11-3	Workplace and Worker Services Labour Special Programs	—	451.5	—	339.1	—	1,776.9	—	1,265.4	—	1,243.6
TOTAL		324.40	13,423.4	305.36	13,818	301.34	16,425	306.34	16,401	288.08	17,005

**Adjusted figues reflect historical data on a comparable basis in those appropriations affected by a reorganization during the years under review.*

Notes:

1. *Prior to April 1, 1989, the Workplace and Worker Services programs were included within the Department of Environment and Workplace Safety and Health.*
2. *The 1989/90 figures have been adjusted to reflect departmental reorganization which occurred in April 1990.*